STATE OF VERMONT
CONSTRUCTION AND OTHER
CONTRACTUAL COMMITMENT FORM
JUNE 30, 2014

Construction and Other Contractual Commitment Form – CAFR-6

Be sure to complete Business Unit Number, Department Name, and <u>Origin Code(s)</u> in top right corner.

1. Please complete the schedule on Sheet 1 (continue on Sheet 2 if needed) for **all contractual commitments** where the State is the payor.
2. Do NOT fill in the gray shaded areas – these cells contain formulas and are protected.
3. Provide the detail from VISION showing the Sum Released Amount Life through June 30th of current fiscal year. This is the contract detail from the VT_CONTRACT_OBLIG query which should be included on form.
4. Review the information from the query and verify the total remaining contract amount is correct.
5. All forms must be approved by an authorized person.
6. Complete the Certification Sheet. By completing this sheet and submitting it electronically from your state email account, it is considered electronically signed and approved by the authorized individual.

Queries to Run to capture data:

- Run in reporting VT_CONTRACT_OBLIG on July 1 to capture all contracts that are valid as of June 30th (June 30, 2014). This is used to get the contract maximum amounts and the released amounts for June 30th. The query(s) need to be run on <u>July 1st</u> from the reporting database for all origin codes since this query is pulling from the contract table which is date sensitive. That is, amendments added to the MLA on contracts after June 30th can distort the total contract obligations and possible contract dates for a June 30th reporting.
- Run **VT_CONTRACT_USAGE_REPORT** by individual contracts to review the purchase orders issued against an individual contract. <u>If you use this you must specify an end date of June 30th.</u> This is not required, but may be used as an additional research tool.

Terminology:

- Origin – The three digit code used to identify the originating department.
- Commitments – those construction projects for which a legally binding contract has been contracted between a third party and the State. Do not include CPS (commodities) contracts.
- Maximum Limiting Amount – MLA is the limit of spending authority on a contract which can be increased/decreased throughout the life of the contract.
- Sum Released – Represents the dollar amount of purchase orders issued against a contract.
- Contract Obligation – This is the amount of the MLA that has been authorized to be spent. In most cases, Contract Obligation and MLA are the same. Some contracts may be budgeted on a yearly basis or some other time period instead of authorizing the entire MLA.

Columns on CAFR-6 include:

- Contract Name – the vendor name for the contract.

- Description – enter a brief description of the contract (i.e., computer programming, engineering, printing, etc.)
- VISION Contract Number – enter the VISION contract number. If the contract is not included in VISION, use either your departmental contract number or other assigning number sequence used for in-house reporting.
- Contract Begin Date – enter the contract begin date (not when the work begins, but when the contract takes effect). The contract begin should fall before 7/1/2014.
- Contract End Date – enter the contract end date. Please confirm all contracts where the end date fall before 6/30/2014, but should be reported because not all contract obligations have been paid out as of FYE.
- Contract Term in Years – this field will be calculated for the length of the contract in years.
- Maximum Contract Amount – enter the maximum contract amount illustrated from Query VT_ CONTRACT_OBLIG. This would include original amounts, amended amounts, and change orders. Do not include contracts with MLA 999,999,999.
- Maximum Contract Dollar Amount Thru June 30 – Federal Sources – Enter the portion of the maximum contract amount that is obligated to be spent for federal sources. In most cases it will be the total maximum contract amount for federal sources.
- Maximum Contract Dollar Amount Thru June 30 – Other Sources – Enter the portion of the maximum contract amount that is obligated to be spent for non federal sources. In most cases it will be the total maximum contract amount for non federal sources.
- Maximum Contract Percentage – Federal Sources – this field will be calculated for the percentage of the contract maximum amount that is federal.
- Maximum Contract Percentage – Other Sources – this field will be calculated for the percentage of the contract maximum amount that is non federal.
- Sum Released Amount, Life thru June 30 – Federal Sources – Enter the dollar amount released against of the contract from federal sources.
- Sum Released Amount, Life thru June 30 – Other Sources – Enter the dollar amount released against the contract from non federal sources.
- Contract Obligated Remaining Balance – Federal Sources – this field will be calculated to denote the remaining balance for federal sources.
- Contract Obligated Remaining Balance – Other Sources – this field will be calculated to denote the remaining balance for non federal sources.
- Total Remaining Contractual Obligation – All Sources – this field will be calculated to show remaining balances for all sources.

You should not include litigation claims, settlements, or lease contracts on this form. They are handled separately.

If there are any questions, please e-mail VISION-CAFR@state.vt.us
The completed form should be e-mailed to VISION-CAFR@state.vt.us